**Title I Gas Card Purchase Request**

**Must be submitted at least two weeks in advance.**

**Person Making Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requesting to Spend:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget Line Item:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity Description** (i.e. parent academic night; include details such as date, time, location, goals):

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**Gas Card Details:**

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| --- | --- | --- | --- |
| **Who will be using the card (first and last name)** | **Address of Residence** | **Address of Activity** | **Total numbers of miles traveled (round trip)** |
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